

**Whitfield County School System  
Position Description**

**Media Specialist**

**DEPARTMENT:** Schools, Centers  
**REPORTS TO:** Principal  
**SALARY SCHEDULE:** Certified/Degree  
**CERTIFICATION:** Bachelors, Masters,  
Specialist, Doctorate

**FLSA STATUS:** Exempt  
**CONTRACT TERMS:**  
**APPROVED (HR):**  
**REVISED (HR):**

**SUMMARY:** Under the supervision of the principal, facilitates, selects and maintains a collection of informational tools, and instructional equipment that support the instructional curriculum; assists teachers and students in accessing information relevant to the instructional curriculum; supervises students in the library/media center; maintains and purchases instructional equipment.

**SUPERVISORY RESPONSIBILITIES:** Under the supervision of the principal, directly supervises classified personnel. Performs supervisory responsibilities in accordance with Whitfield County School System's (WCSS) policies and applicable laws.

**QUALIFICATIONS:**

The incumbent must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. The incumbent must demonstrate prompt and regular work attendance. Absences must be authorized by the incumbent's supervisor in accordance with school system procedures.

PERFORMANCE FUNCTIONS	ESTIMATED FREQUENCY
<b>ESSENTIAL FUNCTIONS (Other Professional Duties May Be Assigned)</b>	
Collaborates with instructional staff on the selection of materials for library/media center; ensures availability of materials to students and staff; supervises media clerk	25%
Provides training to students, teachers, and staff to develop information search skills	25%
Promotes reading programs	20%
Supervises students while in the media center	10%
Manages library collection	10%
Maintains organization and attractiveness of the media center	10%
<b>SECONDARY FUNCTIONS (Other Professional Duties May Be Assigned)</b>	

**KNOWLEDGE, SKILLS & ABILITIES:**

*May require:*

**Knowledge of** curriculum guidelines for the school system and state requirements; standardized testing in accordance with school system policies and state laws; library and information tools and systems; copyright law; Dewey Decimal System; school system policies, programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.

**Skill in** effective oral, written, and interpersonal communication; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school system's discipline policies; counseling students with academic difficulties and behavioral problems.

**Ability to** plan and develop course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers and the internet; continue completion of professional courses according to school system and state guidelines.

#### **EDUCATION AND/OR EXPERIENCE:**

Master's degree from a Professional Standards Commission approved accredited college or university required.

Minimum of one (1) year experience working as a manager in a library/media center and computer training preferred.

#### **CERTIFICATES, LICENSES, PERMITS:**

Valid Professional Standards Commission approved in the field of media specialist at level S-5 or above required.

#### **PERFORMANCE FACTORS:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Hearing:** Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Vision:** The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to

demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.